

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Notice TB-1013

For: Tobacco State and County Offices

Tobacco Loss Assistance Program 2000 (TLAP00) Corrections and Approved Hardship Payments

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A

Background

Notice TB-988 provided notification that:

- TLAP00 payment software options would be temporarily disabled upon installing County Transmittal No. 449
- instructions for subsequent disbursements would be forthcoming, if applicable.

B

Purpose

This notice provides instructions for making TLAP00 payments for corrections and approved hardship cases upon notification from State Offices of amounts to be paid.

Note: New or additional payments are to be issued only for corrections or hardship cases approved by DAFP and referenced by memorandum from applicable State Offices. No corrections may be made that result in new or additional payments being issued for a farm unless approved by DAFP.

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Disposal Date

February 1, 2002

Distribution

Tobacco State Offices; State Offices relay to applicable County Offices

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1 Overview (Continued)

C

Dates

These TLAP00 payments shall be issued no later than COB September 14, 2001.

Note: County Offices will not be able to make corrections to TLAP00 applications, and the following software options on Menu MNE000 will be disabled after COB September 14, 2001:

- option 5, “Issuing Payments”
 - option 7, “Recording Overpayments/Underpayments”.
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2 Basic Provisions

A

Accessing TLAP00 Software

From Menu FAX250, access Menu MNE000 according to this table.

Step	Action	Result
1	On Menu FAX250, do either of the following: <ul style="list-style-type: none">• ENTER “3”, “Application Processing”, and PRESS “Enter”• ENTER “4”, “Application Processing”, and PRESS “Enter”.	Menu FAX07001 will be displayed. Go to step 3. Menu FAX09002 will be displayed.
2	On Menu FAX09002: <ul style="list-style-type: none">• enter the appropriate County Office• PRESS “Enter”.	Menu FAX07001 will be displayed.
3	On Menu FAX07001, ENTER “18”, “Tobacco/Peanuts”.	Menu M00100 will be displayed.
4	On Menu M00100, ENTER “5”, “Tobacco Loss Assistance Program”.	Menu MNE000 will be displayed.

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2 Basic Provisions (Continued)

B

Correction Process

The TLAP00 overpayment/underpayment process provides a way to correct payments issued during a previous TLAP00 payment process.

The corrections made using this software are done on a farm-by-farm application basis, 1 application at a time.

Possible corrections may include the following:

- adjusting (an increase or a decrease) an applicant's pounds
 - adding an eligible applicant who was not included on the original application
 - deleting an ineligible applicant who was paid during the previous TLAP00 payment process.
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Preliminary Payment Calculation/ Payment Register

Selecting Menu MNE000, option 4 will cause a TLAP00 preliminary payment calculation/payment register to print. The register may be printed either for an entire county or for a single farm. County Offices may use this register to continue verifying the accuracy and completeness of loaded TLAP00 data. Errors found in reviewing the register may be corrected.

Note: The register may be printed as often as necessary. If the register is run for an entire county, all kinds of tobacco in that county will be included in the register, separated by kind.

- **Verify that applicant and allocated pound information is accurate. The information displayed on the register is the sole basis for payments.**
 - **A second party shall review, sign, and date the final register run before issuing payments.**
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3 State Office Action

A

Action

State Offices shall:

- notify applicable County Offices of approved payment information for corrections and hardship cases
 - ensure that County Offices disburse the corrections and hardship case payments:
 - according to this notice
 - not later than COB September 14, 2001.
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4 County Office Action

A

Actions to Take Before Issuing Payments

County Offices shall take the following actions, in this order:

- ensure that County Release No. 467 has been successfully installed
- verify that the modules referenced in Information Bulletin No. Alltob 13 have been received.

Note: These actions not done, or done out of order, will result in inability to process payments.

B

Making Correction Payments

County Offices shall use Menu MNE000, option 7, "Recording Overpayments/Underpayments", to correct, and issue corrected, farm payments according to this table.

Step	Action	Result
1	On Menu MNE000: <ul style="list-style-type: none">• ENTER "7"• PRESS "Enter".	Screen MNT70201 will be displayed.

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4 County Office Action (Continued)

**B
Making
Correction
Payments
(Continued)**

Step	Action		Result
2	On Screen MNT70201: <ul style="list-style-type: none"> enter a farm number PRESS "Field Exit" enter the number that represents the kind of tobacco selected PRESS "Enter". 		Screen MNT70202 will be displayed.
3	On Screen MNT70202, do the following.		
	IF this application is...	THEN...	
	correct	<ul style="list-style-type: none"> ENTER "Y" PRESS "Enter". 	Screen MNT30101 will be displayed.
	not correct	<ul style="list-style-type: none"> ENTER "N" PRESS "Enter". 	Screen MNT70201 will be redisplayed.
4	On Screen MNT30101, PRESS "Enter".		Screen MNT30201 will be displayed.
5	On Screen MNT30201: <ul style="list-style-type: none"> enter correct poundage information in the applicable allocation add another applicant PRESS "Enter". 		Screen MNT70301 will be displayed.
6	On Screen MNT70301, PRESS "Enter".		Screen MNT4600 will be displayed.
7	On Screen MNT4600: <ul style="list-style-type: none"> enter the printer ID and the number of copies to print PRESS "Enter". 		The "Payment Calculation/Correction" report of the selected farm will be printed. Screen MNT70800 will be displayed.

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4 County Office Action (Continued)

**B
Making
Correction
Payments
(Continued)**

Step	Action		Result
8	IF the “Payment Calculation/Correction” report information is...	THEN...	
	correct	<ul style="list-style-type: none"> • ENTER “Y” • PRESS “Enter”. 	The system will display an information screen as the TLAP00 payment correction data is passed to the accounting system. Screen ANK55010 will be displayed.
	not correct	<ul style="list-style-type: none"> • ENTER “N” • PRESS “Enter”. 	Menu MNE000 will be redisplayed.
9	On Screen ANK55010: <ul style="list-style-type: none"> • process additional payments • establish receivables <p>Note: Do not mail notification of receivable to the producer until authorized in a forthcoming notice.</p> <ul style="list-style-type: none"> • print the producer transaction statement through the accounting system according to 1-FI. 		Screen MNT70201 will be redisplayed.

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4 County Office Action (Continued)

C

Making Hardship Payments

County Offices shall use Menu MNE000, option 5, "Issuing Payments", to issue payments to approved hardship cases. Selecting option 5 will allow TLAP00 payments to be issued as either EFT or CCC-184's, as applicable, and will print Payment Transaction Statements.

- Payments will be processed in batches.
- After a payment file has been built using this option, a batch description will be displayed, with a descending payment count, until all payments have been processed.

Issue payments according to this table.

Step	Action	Result
1	On Menu MNE000: <ul style="list-style-type: none"> • ENTER "5" • PRESS "Enter". 	Process MNE500 will run and display the message, "TLAP Payment Calculation in Progress". Screen MNT41201 will be displayed.
2	Enter the sequence number that represents the selected batch of payments to process. PRESS "Enter". Note: The system provides for up to 200 payments in a batch to be processed at 1 time.	The system will display applicable informational screens about data control, checkwriting, or direct deposit processing as the TLAP00 payment data are passed to the accounting system. Screen ANK00201 will be displayed.
3	Process payments and print producer transaction statements through the accounting system according to 1-FI.	Screen MNT41201 will be redisplayed.
4	IF there are...	THEN...
	either of the following: <ul style="list-style-type: none"> • additional payments to process in a previously selected batch • other batches to select 	enter the sequence number and process the payments according to step 2.
	no additional payments to process	Screen MNT41201 will display the message, "All Approved Payments Have Been Issued".